



**CITY OF JERSEY CITY
REQUEST FOR PROPOSALS:**

HISTORIC PRESERVATION ARCHITECTURAL SERVICES:

RESERVIOR #3 PARK AND HISTORIC STRUCTURE RESTORATION

SUBMISSION DEADLINE:

11:00 A.M.

December 23, 2014

ADDRESS ALL PROPOSALS TO:

Peter Folgado

Purchasing Agent

394 Central Avenue, 2nd Floor

Jersey City, N.J. 07307

SECTION 1: GENERAL INFORMATION & SUMMARY

1.1 Organization Requesting Proposal

City of Jersey City – Division of Architecture, Engineering, Traffic and Transportation
575 Route 440, Second Floor
Jersey City, NJ 07305

1.2 Contact Person

Peter Folgado
Purchasing Agent
Department of Administration/Division of Purchasing
394 Central Avenue, 2nd Floor
Jersey City, NJ 07307
(201) 547-5156
Peterf@jcnj.org

1.3 Procurement Process

This contract will be awarded as a professional services agreement using the “fair and open” process under the "New Jersey Local Unit Pay-to-Play Law", N.J.S.A. 19:44A-20.4 et seq.

The City Council will vote to approve a resolution awarding a contract to the Contractor for a sum not to exceed a specified amount and for a term of twelve (12) months.

1.4 Contract Form

If selected to provide services, it is agreed and understood that the successful Respondent shall be bound by the requirements and terms contained in this RFP with regard to services performed, payments, indemnification, insurance, termination, and applicable licensing provisions.

It is also agreed and understood that the acceptance of the final payment by Contractor shall be considered a release in full of all claims against the City of Jersey City (City) arising out of, or by reason of, the work done and materials furnished under this Contract.

1.5 Informational meeting

There will not be an informational meeting for this RFP process.

1.6 Submission deadline

Proposals must be submitted to, and be received by the Department of Administration/Division of Purchasing, via mail or hand delivery, by 11:00 a.m. prevailing time on December 23, 2014. Proposals will not be accepted by facsimile transmission or e-mail.

**CITY OF JERSEY CITY, NJ
DIVISION OF ARCHITECTURE, ENGINEERING
TRAFFIC AND TRANSPORTATION
PURPOSE: Historic Architectural Services**

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1.7 Opening of proposals

Proposals shall be opened in public at 11:00 a.m. prevailing time on December 23, 2014 in the Division of Purchasing Conference Room, located at 394 Central Avenue, 2nd Floor, Jersey City, N.J. 07307.

1.8 Definitions

The following definitions shall apply to and are used in this Request for Proposal (RFP):

"City" - refers to the City of Jersey City.

"RFP" - refers to this Request for Proposals, including any amendments thereof or supplements thereto.

"Respondent" or "Respondents" - refers to the interested persons and/or firm(s) that submit a Proposal.

"Consultant" or "Consultants" - refers to the interested persons and/or firm(s) that submit a Proposal.

1.9 Submission address

All proposals should be sent to:

**Peter Folgado
Purchasing Agent
Department of Administration/Division of Purchasing
394 Central Avenue, 2nd Floor
Jersey City, N.J. 07307**

**CITY OF JERSEY CITY, NJ
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SECTION 2: INTRODUCTION AND GENERAL INFORMATION

2.1 Introduction and Purpose

The City is seeking proposals from qualified Respondents to provide specific architectural services.

2.2 Fair and Open Process

This contract will be awarded using the "fair and open" process under the "New Jersey Local Unit Pay-to-Play Law", N.J.S.A. 19:44A-20.4 et seq.

The City has structured a procurement process that seeks to obtain the desired services, while establishing a competitive environment to assure that each Respondent is provided an equal opportunity to submit a proposal in response to the RFP. Proposals will be evaluated in accordance with the criteria set forth in Section 6 of this RFP, which will be applied in the same manner to each proposal received.

2.3 Evaluation

Proposals will be reviewed and evaluated by the Office of the Mayor. The proposals will be reviewed to determine if the Respondent has met the professional, administrative, and subject areas described in this RFP.

2.4 Procurement Schedule

The steps involved in the process and the anticipated completion dates are set forth in the Procurement Schedule below. The City reserves the right to, among other things, amend, modify or alter the Procurement Schedule upon notice to all potential Respondents.

<u>Activity</u>	<u>Date</u>
1. Issuance of Request for Proposals	December 8, 2014
2. Receipt of Proposals	December 23, 2014
3. Completion of evaluation of Proposals	January 9, 2014
4. Award of contract	January 28, 2014

2.5 Addenda or Amendments to RFP

During the period provided for the preparation of Proposals, the City may issue addenda, amendments or answers to written inquiries. Those addenda will be noticed by the City and will constitute a part of the RFP. Each Respondent is required to acknowledge receipt of all addenda by executing and submitting with its Proposal the "Acknowledgment of Receipt of Addenda". All Proposals shall be prepared with full consideration of the addenda issued prior to the Proposal submission date.

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All communications concerning this RFP or the Proposal process shall be conducted through the City's Purchasing portal – BidSync.com. Responses to all questions will be forwarded as addenda to all prospective Vendors who have provided accurate and current contact information (mailing address, fax number, e-mail address), also via the BidSync portal.

No oral interpretation and or clarification of the meaning of the specifications for any goods and services will be made to any Vendor. Such request shall be through the City's Purchasing portal – BidSync.com. In order to be given consideration, a written request must be received at least seven (7) business days prior to the date fixed for the opening of the Proposal for goods and services.

Subsequent to issuance of this RFP, the City (through the issuance of addenda to all persons and/or firms that have received a copy of the RFP) may modify, supplement or amend the provisions of this Proposal specification in order to respond to inquiries received from prospective Vendors or as otherwise deemed necessary or appropriate by (and in the sole judgment of) the City.

2.6 Rights of the City

The City reserves, holds and may exercise, at its sole discretion, the following rights and options with regard to this RFP and the procurement process in accordance with the provisions of applicable law:

- To conduct investigations of any or all of the Respondents, as the City deems necessary or convenient, to clarify the information provided as part of the Proposal and to request additional information to support the information included in any Proposal.
- To suspend or terminate the procurement process described in this RFP at any time (in its sole discretion.) If terminated, the City may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.

2.7 Cost of Proposal Preparation

Each Proposal and all information required to be submitted pursuant to the RFP shall be prepared at the sole cost and expense of the Respondent. There shall be no claims whatsoever against the City, its officers, officials or employees for reimbursement for the payment of costs or expenses incurred in the preparation of the Proposal or other information required by the RFP.

2.8 Proposal evaluation

Proposals will be evaluated by the Department of Administration and the Division of Architecture, Engineering, Traffic and Transportation based on the specific criteria detailed in Section 6.

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2.9 Written Proposal

Prospective Respondents must submit a written proposal in a format specified by the City. The required format is detailed in Section 3.

2.10 Oral presentation

Not required for this RFP

2.11 Additional requirements

Consultant is required to comply with requirements of P.L. 1975, c. 127, the Law Against Discrimination and with N.J.A.C 17:27-1.1 et seq, the Affirmative Action Rules.

A party responding to this RFP must indicate what type of business organization it is e.g., corporation, partnership, sole proprietorship, or non-profit organization. If a party is a subsidiary or direct or indirect affiliate of any other organization, it must indicate in its proposal the name of the related organization and the relationship. If a party responding to this RFP is a corporation it shall list the names of those stockholders holding 10% or more of the outstanding stock.

Section 8 of this document describes general terms and conditions. Section 9 of this document contains required administrative forms which must accompany all proposals. Exclusion of any required form is grounds for rejection of proposals.

2.12 Disposition of RFP

Upon submission of a Proposal in response to this RFP, the Respondent acknowledges and consents to the following conditions relative to the submission and review and consideration of its Proposal:

- All Proposals shall become the property of the City and will not be returned.
- All Proposals will become public information at the appropriate time, as determined by the City (in the exercise of its sole discretion) in accordance with law.

SECTION 3: WRITTEN PROPOSAL FORMAT

Proposals must address all information requested in this RFP. Proposals which in the judgment of the City fail to meet the requirements of the RFP or which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors may be rejected.

3.1 Mandatory content

Each proposal submitted must contain the fifteen (15) sections described below:

- Title Page
- Table of Contents
- Executive Summary
- Background
- Scope
- Objectives
- Project Approach
- Project Organization
- Project Workplan (including project organization, critical success factors and risks)
- Key Dates & Deliverables
- The City of Jersey City Responsibilities
- Staffing
- Assumptions
- Timing & Fees
- Appendices/Other

The information requested by the sectional format described above is further defined.

3.2 Title Page

The proposal should include a title page, which identifies the project; the Respondent's firm, name of the Respondent's primary contact, address, telephone number, fax number and email address.

3.3 Table of Contents

The Respondent's proposal should include a Table of Contents, which lists the titles and page numbers for each major topic and sub-topic contained in the proposal.

3.4 Executive Summary

This section should include a summary of the key points and highlights of the Respondent's response and should discuss the pricing contained in the proposal.

3.5 Background

In this section of the proposal, the Respondent should review its understanding of the business drivers behind the City's strategy.

3.6 Scope

In this section of the proposal, the Respondent should state what it believes to be the scope of the intended strategy within the City. If there are any gaps between what the Respondent believes should be the proper scope of the solution given all information known at the time of this RFP, the Respondent should clearly state these gaps in this section and clearly mark these concerns as such.

3.7 Objectives

In this section of the proposal, the Respondent should state what it believes to be primary objectives for each element of the plan. Respondents may choose to offer suggestions to the City on how objectives for this type and size of a phased project should be measured throughout the life of the implementation, to ensure success in delivery of every business priority.

3.8 Project Approach

A general discussion of the approach the Respondent is proposing should be contained in this section. This should include detail of all assumptions being made to accomplish the desired approach. A discussion of the high level tasks and key milestones should be described in this section and tie directly or be referenced directly to deliverables in the workplan. Additionally, Respondents should highlight any risks they deem to be significant enough in nature, which could result in any priority specification within the project that would not be delivered on time, and on budget.

3.9 Project Organization

The Respondent should detail in this section, the organizational structure it believes necessary to accomplish each phase of the project within the desired timeframe and budget. Each phase's organization should consider both Respondent's and the City's resources. Support of, and utilization of Minority and Women Owned Business Enterprises, consistent with the City's policies, should be described.

Minimum qualifications for each role should be identified. In addition, the time commitment (both percentage and number of hours) for each resource, based on the priorities defined for in the Business Requirements, should be clearly stated.

3.10 Project Work Plan

In addition to providing a high-level project work plan, this section should describe each of the proposed phases, activities and tasks that the City should execute to achieve success. In addition to the tasks, it is assumed that the Respondent will identify the resources needed to complete the associated task, and that the resource identified will have been included in the project organizational structure. All assumptions that were made to complete the project plan should be documented in this section.

The work plan should present a picture of key activities, milestones, key dates etc. necessary to deliver this project. The City recognizes that each Respondent brings its own methodology and work plan.

3.11 Key Dates & Deliverables

Respondent is required to submit with its proposal a design development, construction documents; Plans and Specifications, Permitting including but not limited to New Jersey Department of Environmental Protection (DEP) Army Corps, and Jersey City Municipal Utilities Authority (JCMUA) for the historic restoration of Reservoir #3 Park and Historic Structure Restoration. After the Municipal Council awards the contract and City officials execute the contract, the Consultant shall have forty-five (45) days to: 1) to make any necessary revisions to the preliminary design based on limited input from the community, the Business Administrator and the Division of Architecture, Engineering, Traffic and Transportation and 2) the full term for all deliverables for this contract shall be twelve (12) months.

3.12 Jersey City Responsibilities

In this section, the Respondent should clearly describe any assumptions relating to the responsibilities and/or commitments the Respondent is expecting of the City throughout the life of this project.

3.12 Staffing

A discussion of the project team that will be utilized should be contained in this section. The City requests that as part of the discussion here, the Respondent state exactly the role the proposed Respondent team member will assume on each phase and detail the qualifications for the role that the team member possesses.

3.13 Assumptions

In this section, Respondents should state any assumptions being made relating to any part of the proposal or project strategy.

3.15 Timing and Fees

In this section, please describe the timing and associated fees the Respondent is proposing for the implementation. Respondents should be sure to include all expenses associated with delivery, in addition to professional fees. Respondents should identify hourly participation and hourly fees by specific personnel.

It is important to note that pursuant to N.J.S.A 40A:5-16, the City is prohibited from paying for goods or services before they have been provided. Therefore, any proposals which specify payment upon contract signing will be deemed unresponsive and rejected.

3.16 Appendices/Other

This section should include at minimum: Respondent qualifications, references and resumes. If Respondents think that other materials are necessary (such as promotional literature, white papers, etc) they should provide them in a separate document clearly labeled "Additional Materials" in order to adhere to the 30 page maximum guideline for proposal length. Note that these materials may or may not be reviewed by all evaluators and will not be part of the official evaluation.

SECTION 4: SCOPE OF SERVICES

To conduct historic architectural design services

INTRODUCTION

The City of Jersey City - Division of Architecture is seeking lump-sum Proposals Responsive to the Request for Proposals (RFP) for the Professional Services of a Historic Preservation Architectural Consultant and Site/Civil sub-consultants for design and construction administration of a new park at the historic Reservoir #3 in Jersey City, New Jersey. A Historic Structures Report/Cultural Landscape Report and Schematic Design were prepared by John Milner Associates (JMA). We also have a Topographic and Boundary Survey prepared by T & M Associates. Both are available for review upon request. The Scope of Basic Professional Services (below) encompasses the following:

1. Design Development, Construction Documents; Plans and Specifications, Permitting including but not limited to New Jersey Department of Environmental Protection (DEP) Army Corps, and Jersey City Municipal Utilities Authority (JCMUA)
2. Bidding and Contract Award
3. Construction Administration
4. Controlled Inspections
5. Construction Site Representation
6. Project Closeout

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This project is being funded in part by a grant provided by the Hudson County Open Space Trust Fund, as well as the City's Capital Improvement Program. Consultants responding to this RFP are advised that proposals are prepared at their own cost and expense. Consultants will be required to comply with all laws against discrimination, and with Affirmative Action rules. Consultants responding to this RFP are advised that all Proposals received carry a validity period of sixty (60) days from date of submission. Accordingly, all Proposals received may not be withdrawn for a period of sixty (60) calendar days without written consent of the City of Jersey City.

OVERVIEW AND OBJECTIVES

Reservoir #3 occupies a 13.13 acre city block in the Heights section of Jersey City. It is bound by Summit Avenue, Pershing Plaza, Central Avenue, and Jefferson Avenue. The Reservoir is a structure with exterior retaining walls composed of earthen berms and puddle clay, with an exterior facing of random ashlar stone and masonry copings. The walls range in height from about 8 to 20 feet above grade. The site is surrounded by dense urban development, and many buildings in the immediate area were construction in the late 19th Century. Reservoir No. 3 has not been used for many decades, and the interior has slowly been reclaimed by nature. Within the Reservoir interior are three buildings directly related to its former operation.

Over the years, the site has attained a standing in the community as a natural preserve, as well as a site which contains an important part of Jersey City's industrial heritage. The intent is to preserve the character-defining elements of this historic resource while recognizing the natural characteristics to achieve a balance ecologically while encouraging Public use of the space.

SCOPE OF BASIC PROFESSIONAL SERVICES

The scope of professional Architectural/Engineering services will include but not be limited to the following:

The consultant shall note and acknowledge any permits that may be required. In addition, since this project will ultimately be publicly funded, the site may be subject to state environmental laws mandating cultural resource investigations as a means of gauging potential or previously identified sensitivities. The consultant may present these as an additional fee separate from its Lump Sum Proposal.

Special Note: The City wishes to emphasize to the primary consultant (Historic Preservation Architect) the importance of the inclusion of Structural/Site/Civil sub-consultants whom have demonstrated proven experience in the analysis and design of historic sites and structures. This should be organized as a TEAM effort, with professionals that can offer the same level of care and sensitivity towards projects of this magnitude.

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1. Architectural Design, including, and coordinated with
2. Structural Design
3. Mechanical/Electrical/Plumbing/Life Safety Design
4. Site/Civil Design
5. Topographic and Utility Survey
6. Site and Building Lighting Design

The Scope of Work that is the basis of your Proposal encompasses six (6) phases and additional tasks. Specific Contract deliverables are spelled out at the end of each phase of work description. The Contract between the Consultant and the City of Jersey City will provide for compensation based upon a lump-sum. All anticipated reimbursable expenses must be factored into your lump sum proposal, the City will not consider any other reimbursable expense, other than for additional work beyond the scope of this RFP, as requested by the City. You will be asked to provide a breakdown of your lump-sum proposal into the six (6) phases and additional tasks as outlined below:

PHASES OF WORK (as applicable)

1. PROJECT COMMENCEMENT:

Attend and participate in Project Kick-off Meeting: Consultant shall attend and participate in a Project Kick-off Meeting with the Division of Architecture, Engineering, Traffic and Transportation and other City Officials. At this meeting, we will review your Scope of Work, assist in the development of a Project Directory, help establish the Project Meeting schedule, and review all project procedures.

2. SCHEMATIC PHASE:

General: The Consultant shall be responsible for Civil and Site engineering, as well as quality control and overall project management and coordination for the programming tasks. The Consultant will work closely together with the Division of Architecture, Engineering, Traffic and Transportation, who will be the lead representative for the City, to coordinate all Programming Services.

Surveying: The Consultant shall prepare a topographic, utility (above and below grade) and boundary survey of the existing conditions.

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Geotechnical Evaluation: The Consultant shall prepare a geotechnical evaluation of the site, and this information (with boring logs), shall be made available to the City. The Consultant shall include in its Proposal, the cost of borings. Drilling, sampling, laboratory testing will be accomplished in accordance with ASTM-D1586. The Consultant shall prepare and submit a Geotechnical Evaluation Report to summarize findings, and recommend footing & footing & foundation types.

Site/Utility Investigation Analysis: The Consultant shall visit the site for the purposes of verifying existing conditions and identifying discrepancies between those existing conditions and any drawings furnished to you. The Consultant shall also identify and evaluate the capacity of existing site utilities. "Will Serve" letters will immediately be issued to determine location, age, size, condition, and availability capacity and available capacity. The report will contain an inventory and mapping of existing utilities, and an analysis of regulatory impacts. This Analysis will reveal whether the existing utilities are adequate to serve the Project.

Traffic Engineering and Analysis: The Consultant shall evaluate existing traffic conditions and analyze proposed ingress/egress, geometric design, and parking layouts meet acceptable design standards including recommendations for potential traffic mitigation improvements.

Programming: The Consultant will be given a copy of The Historic Structural Report and Cultural Landscape Report which includes an approved schematic plan and various cost estimates prepared by John Milner and Associates dated September, 2011. Adjustments may be made at this time, providing there is no material deviation from the original intent.

Prepare Outline Specifications: In order for the Construction Cost Estimate to be accurate, it is essential that the Outline Specifications be prepared. Therefore, your emphasis during this task will be to identify and describe major materials, systems, and assemblies required for the project, in sufficient detail to enable them to be adequately budgeted. Identify and be prepared to discuss any items that may have a disproportionate impact on the estimate.

Prepare Construction Cost Estimate: A preliminary cost estimate has been done by JMA dated September, 2011. Working from the Preliminary Budget developed during the Program Phase, and the Schematic Design, you will develop a Construction Cost Estimate. This will enable us to verify that the project continues within budgetary requirements, and to take appropriate corrective action if it does not.

Prepare Project Schedule: Utilizing a Critical Path Method (CPM) concept, prepare a Project Schedule based upon all information known to-date, cognizant of the Owner's desire to expedite the schedule whenever possible.

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Contract Deliverables: Five (5) sets Drawings; Three (3) sets of Technical Specifications, with Cost Estimates & Schedules.

COMPENSATION

The contract between the consultant and the City of Jersey City will provide for compensation to the consultant for professional services inclusive of all required deliverables and expenses with an upset price for each category listed below. This shall consist of a professional fee for basic services plus an amount equal to the consultant's direct labor costs times a factor for overhead. Direct labor costs, used as a basis for payment, are defined as salaries and wages (basic and incentive) paid to all personnel engaged directly on the project. They shall include, but not be limited to, engineers, architects, surveyors, designers, draftsman, specification writers, estimators, other technical personnel, stenographers, typists, and clerks.

The proposal must provide an accurate, reliable representation of your full cost from which a contract can be formulated. For purposes of uniformity, the following list shall be used to outline your professional fees:

- A. All Required Site Permitting (Building Construction and Environmental)
- B. Construction Documents (Plans and Specifications is Master Spec Format)
- C. Phases of Work
 - 1. Design Verification
 - 2. Building Analysis/restoration/state Review
 - 3. Design Development/construction Documents

Under each category above, please submit your professional fee for basic services in the format shown below. Your fees should be inclusive of all reimbursable expenses, as well as any allowances requested in this RFP. Respondents are also asked to provide a fee breakdown spreadsheet or other illustration for each phase, with the resultant total. The breakdown may be in any format you select. Provide a summary of all categories of work as illustrated below:

SUMMARY OF COST

- A. Design Verification \$ _____
- B. Building Analysis/Restoration/State Review \$ _____

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C. Phases of Work

- | | |
|---|----------|
| 1. Design Verification | \$ _____ |
| 2. Building Analysis/Restoration/State Review | \$ _____ |
| 3. Design Development/construction Documents | \$ _____ |

TOTAL PROPOSAL COST: \$ _____

This is a lump sum proposal and all expenses should be included in the total proposal cost. There will not be additional reimbursement for "expenses".

If you are interested in the work, please submit a completed (signed) proposal in an 8-1/2" x 11" format **no later than 11:00 am, December 23, 2014** to The Division of Purchasing, 394 Central Avenue, Jersey City, NJ 07307. Please include a schedule of your current services and fees with your proposal.

SECTION 5: PROPOSAL SUBMISSION REQUIREMENTS

To be responsive, Proposals must provide all requested information, and must be in strict conformance with the instructions set forth herein. Proposals and all related information must be bound, and signed and acknowledged by the Respondent.

5.1 Number of copies

Respondents must submit one signed original and two (2) copies of their proposals.

5.2 Proposal media

Proposals forwarded by facsimile or e-mail will not be accepted, however respondents may alternately submit one signed original and 1 softcopy version (PDF only) on CD.

Please note that the City will not be responsible for CDs or softcopy files which cannot be opened, and that this may be grounds for rejection.

5.3 Proposal format

To facilitate a timely and comprehensive evaluation of all submitted proposals, it is essential that all Respondents adhere to the required response format. The City requires a standard format for all proposals submitted to ensure that clear, concise and complete statements are available from each Respondent in response to requirements. The required format is detailed in Section 3.

The City is not under any obligation to search for clarification through additional or unformatted information submitted as a supplement to the formatted response. Where a proposal contains conflicting information, the City at its option may either request clarification or may consider the information unresponsive.

5.4 Proposal length

The exact presentation and layout format of proposals is up to the discretion of the Respondent, however a maximum length of 30 pages is strongly suggested.

5.5 Submission deadline

Proposals must be received by the City no later than 11:00 a.m. prevailing time on December 23, 2014 and must be mailed or hand-delivered.

SECTION 6: PROPOSAL EVALUATION

The City's objective in soliciting Proposals is to enable it to select a Respondent that will provide high quality and cost effective services to the citizens of Jersey City. The City will consider Proposals only from Respondents that, in the City's sole judgment, have demonstrated the capability and willingness to provide high quality services to the citizens of the City in the manner described in this RFP.

6.1 Evaluation methodology

Proposals will be evaluated by the Office of the Mayor on the basis of which is the most advantageous, and this evaluation will consider the following:

a. Required Format

The extent to which the proposal includes the required sections (Title page, Table of contents, etc).

b. Appropriateness of proposed methodology

The extent to which the proposed methodology meets the City's goals as described in Section 4 of this RFP. The degree to which specific activities and milestones are described will also be evaluated.

Respondents should describe their methodology and explain how it will meet the City's needs.

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c. Personnel assigned

Through this project, the City will be reinforcing its reputation as a world class city, and is therefore entitled to expect world class credentials and experience from the Respondents which it employs for high profile efforts. Resumes of Respondent personnel will be scrutinized to ensure this requirement is met. Proposals which provide detailed accounts of team members' applicable experience and their anticipated roles in this project will be viewed more favorably.

d. Cost

The winning proposal will not necessarily be that with the lowest cost, but that which provides the greatest value to the City. Proposals should provide detailed breakdowns on the cost components. Proposals will be evaluated on the detailed breakdown provided and whether pricing is appropriate to the project scope.

f. Commitment to diversity

Support of, and utilization of Minority and Women Owned Business Enterprises (MBE/WBE), and/or Locally Owned Business Enterprises consistent with the City of Jersey City policies, should be described.

6.3 Oral Presentation Guidelines

Not required for this RFP

6.4 Final evaluation

The City will select the most advantageous Proposal Statement based on the all of the evaluation factors set forth in this RFP, and make the award in the best interest of the City. Each Proposal must satisfy the objectives and requirements detailed in this RFP. The successful Respondent shall be determined by an evaluation of the total content of the Proposal Statement submitted. The City shall not be obligated to explain the results of the evaluation process to any Respondent.

6.5 Contract award

A contract will be awarded a professional service agreement pursuant to the "fair and open" provisions of the "New Jersey Local Unit Pay-to-Play Law", N.J.S.A. 19:44A-20.4 et seq. The term of the contract will be twelve (12) months commencing on the execution date of the contract by City officials.

SECTION 7: GENERAL TERMS AND CONDITIONS

The following are general terms and conditions which may or may not be explained elsewhere in this RFP.

7.1 City's right to reject

The City reserves the right to reject any or all proposals, if necessary, or to waive any informalities in the proposals, and, unless otherwise specified by the Respondent, to accept any item, items or services in the Proposal should it be deemed in the best interest of the City.

7.2 Original/Authorized signatures

Each proposal and all required forms must be signed in ink by a person authorized to do so.

7.3 Delivery of proposals

Proposals may be hand delivered or mailed consistent with the provisions of the legal notice to Respondents. In the case of mailed proposals, the City assumes no responsibility for proposals received after the designated date and time and will return late proposals unopened. Proposals will not be accepted by facsimile or e-mail.

7.4 Affirmative Action requirements

Respondents are required to comply with the provisions of N.J.S.A. 10:5-31 and N.J.A.C. 17:27 et seq. No Contractor may be issued a contract unless it complies with these affirmative action provisions. The Mandatory Equal Employment Opportunity/Affirmative Action Language for Goods, Professional Services and General Service Contracts, Exhibit A summarizes the full required regulatory text.

Goods and Services (including professional services) consultants/contractors 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:

- a. A photo copy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter); or
- b. A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4; or
- c. A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor, in accordance with N.J.A.C 17:27-4.

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REQUEST FOR PROPOSALS

DUE DATE: 12/23/2014

The Respondent's attention is also called to Section 8 of this document which contains the required information and forms. For information on AA/EEO requirements and forms only, please contact:

Jeana F. Abuan, Affirmative Action Officer, Public Agency Compliance Officer
Department of Administration, Office of Equal Opportunity/Affirmative Action
280 Grove Street Room-103
Jersey City NJ 07302

Tel. #201-547- 4533

Fax# 201-547-5088

E-mail Address: abuanJ@jcnj.org

7.5 Business Registration Certificate

P.L. 2004, c. 57 (Chapter 57) amends and supplements the business registration provisions of N.J.S.A. 52:32-44 which impose certain requirements upon a business competing for or entering into a contract with a local contracting agency whose contracting activities are subject to the requirements of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq).

Consultants are required to comply with the requirements of P.L. 2004, c. 57 (Chapter 57) which include submitting a copy of their Business Registration Certificate (BRC), issued by the NJ Department of the Treasury.

For more information on obtaining a BRC, see Section 9.

7.6 Clarification of RFP

Should any difference arise as to the meaning or intent of this RFP, the City's Business Administrator's decision shall be final and conclusive.

7.7 Indemnification

The Consultant, if awarded the contract, agrees to protect, defend, indemnify and save harmless the City against damage for payment for the use of any patented material, process, article or device that may enter into the manufacture, construction or form a part of the work covered by either order or contract, and further agrees to indemnify and save harmless the City from suits or actions of every nature and description brought against it for, or on account of, any injuries or damages received or sustained by any party or parties by, or from, any of the acts of the Consultant its servants or agents.

7.8 Insurance requirements

The Consultant shall maintain sufficient insurance to protect against all claims under Workmen's Compensation, General and Automobile Liability, and shall be subject to approval for adequacy of protection. Certificates of such insurance shall be provided the City when required. Insurance requirements are as follows:

- Comprehensive General Liability in the amount of \$2,000,000
- Workers Compensation in the statutory amount of \$1,000,000
- Automobile Liability in the amount of \$1,000,000
- Professional Liability in the amount of \$2,000,000

7.9 Termination

Should a dispute arise, and if, after a good faith effort at resolution, the dispute is not resolved, either party may terminate the contract by providing 30 days written notice to the other party, Regardless, the City reserves the right to cancel the contract at its convenience by providing 30 days written notice to the Consultant.

7.10 City of Jersey City "Pay-to-Play" Ordinance

On September 3, 2008, the City Council adopted Ordinance 08-128 which places stricter requirements on the issuance of "fair and open" contracts than the State "Pay-to-Play" law. Specifically, it prohibits political contributions in excess of certain thresholds in the one year preceding the contract award and during the term of a contract awarded pursuant to a "fair and open" process and requires Respondents to complete a certification of compliance. A copy of the ordinance and the certification are included in this RFP.

SECTION 8: REQUIRED ADMINISTRATIVE FORMS

Please place the checklist and the required forms which follow at the front of your proposal to facilitate Purchasing's review.

CITY OF JERSEY CITY

PROJECT: Historic Architectural Services

RESPONDENT: _____

RESPONDENT'S CHECKLIST

Item	Respondent Initials	Purchasing Review
A. Non-Collusion Affidavit properly notarized		
B. Public Disclosure Statement		
C. Mandatory Affirmative Action Language		
D. Americans with Disabilities Act		
E. MWBE Questionnaire		
F. Affirmative Action Compliance Notice		
G. Employee Information Report		
H. Business Registration Certificate		
I. Original signature(s) on all required forms.		
J. Certification of Compliance with the City's Pay-to-Play Ordinance		

NON COLLUSION AFFIDAVIT
STATE OF NEW JERSEY
CITY OF JERSEY CITY ss:

I certify that I am _____

of the firm of _____

the Respondent making the proposal for the above named project, and that I executed the said proposal with full authority so to do; that said Respondent has not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the City of Jersey City relies upon the truth of the statements contained in said proposal 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 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 (N.J.S.A.52: 34-25)

(Signature of Respondent) _____

SUBSCRIBED AND SWORN TO
BEFORE ME THIS DAY _____ OF 20_____

(TYPE OR PRINT NAME OF AFFIANT UNDER SIGNATURE)

NOTARY PUBLIC OF
MY COMMISSION EXPIRES: 20_____

(NOTE: THIS FORM MUST BE COMPLETED, NOTARIZED AND RETURNED WITH THIS PROPOSAL).

PUBLIC DISCLOSURE INFORMATION

Chapter 33 of the Public Laws of 1977 provides that no Corporation or Partnership shall be awarded any State, City, Municipal or Schools District contracts for the performance of any work or the furnishing of any materials or supplies, unless prior to the receipt of the bid or accompanying the bid of said corporation or partnership there is submitted a public disclosure information statement. The statement shall set forth the names and addresses of all stockholders in the corporation or partnership who own ten percent (10%) or more of its stock of any class, or of all individual partners in the partnership who own a ten percent (10%) or greater interest therein.

STOCKHOLDERS:

Name	Address	% owned

SIGNATURE : _____

TITLE:

SUBSCRIBED AND SWORN TO
BEFORE ME THIS DAY _____ OF 20 _____

(TYPE OR PRINT NAME OF AFFIANT UNDER SIGNATURE)

NOTARY PUBLIC OF
MY COMMISSION EXPIRES: 20 .

(NOTE: THIS FORM MUST BE COMPLETED, NOTARIZED AND RETURNED WITH THIS PROPOSAL).

BUSINESS REGISTRATION LANGUAGE AND SAMPLE BRC

Refer to <http://www.state.nj.us/treasury/revenue/busregcert.htm>

P.L. 2004, c. 57 (N.J.S.A. 52:32-44)

Form AA302
Rev. 1/00

NEW JERSEY FACILITY

STATE OF NEW JERSEY
Division of Contract Compliance & Equal Employment Opportunity

EMPLOYEE INFORMATION REPORT

IMPORTANT- READ INSTRUCTIONS ON BACK OF FORM CAREFULLY BEFORE COMPLETING FORM. TYPE OR PRINT IN SHARP BALLPOINT PEN. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM MAY DELAY ISSUANCE OF YOUR CERTIFICATE. DO NOT SUBMIT EEO-1 REPORT FOR SECTION B, ITEM 11.

SECTION A - COMPANY IDENTIFICATION

1. FID. NO. OR SOCIAL SECURITY	2. TYPE OF BUSINESS <input type="checkbox"/> 1. MFG <input type="checkbox"/> 2. SERVICE <input type="checkbox"/> 3. WHOLESALE <input type="checkbox"/> 4. RETAIL <input type="checkbox"/> 5. OTHER	3. TOTAL NO. EMPLOYEES IN THE ENTIRE COMPANY
4. COMPANY NAME		
5. STREET	CITY	COUNTY STATE ZIP CODE
6. NAME OF PARENT OR AFFILIATED COMPANY (IF NONE, SO INDICATE) CITY STATE ZIP CODE		
7. CHECK ONE: IS THE COMPANY <input type="checkbox"/> SINGLE-ESTABLISHMENT EMPLOYER <input type="checkbox"/> MULTI-ESTABLISHMENT EMPLOYER		
8. IF MULTI-ESTABLISHMENT EMPLOYER, STATE THE NUMBER OF ESTABLISHMENTS IN NJ		
9. TOTAL NUMBER OF EMPLOYEES AT ESTABLISHMENT WHICH HAS BEEN AWARDED THE CONTRACT		
10. PUBLIC AGENCY AWARDED CONTRACT	CITY	COUNTY STATE ZIP CODE

Official Use Only	DATE RECEIVED	NAUG. DATE	ASSIGNED CERTIFICATION NUMBER

SECTION B - EMPLOYMENT DATA

11. Report all permanent, temporary and part-time employees ON YOUR OWN PAYROLL. Enter the appropriate figures on all lines and in all columns. Where there are no employees in a particular category, enter a zero. Include ALL employees, not just those in minority/non-minority categories, in columns 1, 2, & 3. **DO NOT SUBMIT AN EEO-1 REPORT.**

JOB CATEGORIES	ALL EMPLOYEES			PERMANENT MINORITY/NON-MINORITY EMPLOYEE BREAKDOWN										
	COL. 1 TOTAL (Cols. 2 & 3)	COL. 2 MALE	COL. 3 FEMALE	*****MALE*****					*****FEMALE*****					
				BLACK	HISPANIC	AMER. INDIAN	ASIAN	NON MIN.	BLACK	HISPANIC	AMER. INDIAN	ASIAN	NON MIN.	
Officials/Managers														
Professionals														
Technicians														
Sales Workers														
Office & Clerical														
Craftworkers (Skilled)														
Operatives (Semi-skilled)														
Laborers (Unskilled)														
Service Workers														
TOTAL														
Total employment from previous report (if any)														
Temporary & Part-Time Employees	The data below shall NOT be included in the figures for the appropriate categories above.													

12. HOW WAS INFORMATION AS TO RACE OR ETHNIC GROUP IN SECTION B OBTAINED? <input type="checkbox"/> 1. Visual Survey <input type="checkbox"/> 2. Employment Record <input type="checkbox"/> 3. Other (Specify)	14. IS THIS THE FIRST Employee Information Report Submitted? 1 YES <input type="checkbox"/> 2. NO <input type="checkbox"/>	15. IF NO, DATE LAST REPORT SUBMITTED MO DAY YEAR
13. DATES OF PAYROLL PERIOD USED From To		

SECTION C - SIGNATURE AND IDENTIFICATION

16. NAME OF PERSON COMPLETING FORM (Print or Type)	SIGNATURE	TITLE	DATE MO DAY YEAR
17. ADDRESS NO. & STREET	CITY	COUNTY	STATE ZIP CODE PHONE (AREA CODE, NO., EXTENSION)

MANDATORY BUSINESS REGISTRATION LANGUAGE

Non Construction Contracts

P.L. 2004, c. 57 (Chapter 57) amends and supplements the business registration provisions of N.J.S.A. 52:32-44 which impose certain requirements upon a business competing for, or entering into a contract with a local contracting agency whose contracting activities are subject to the requirements of the Local Public Contracts Law (N.J.S.A. 40A:11-2).

"New Jersey Business Registration Requirements"

The contractor shall provide written notice to its subcontractors of the responsibility to submit proof of business registration to the contractor.

Before final payment on the contract is made by the contracting agency, the contractor shall submit an accurate list and the proof of business registration of each subcontractor or supplier used in the fulfillment of the contract, or shall attest that no subcontractors were used.

For the term of the contract, the contractor and each of its affiliates and a subcontractor and each of its affiliates [N.J.S.A. 52:32-44(g)(3)] shall collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act on all sales of tangible personal property delivered into this State, regardless of whether the tangible personal property is intended for a contract with a contracting agency.

A business organization that fails to provide a copy of a business registration as required pursuant to section of P.L.2001, c.134 (C.52:32-44 et al.) or subsection e. or f. of section 92 of P.L.1977, c.110 (C.5:12-92), or that provides false business registration information under the requirements of either of those sections, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration copy not properly provided under a contract with a contracting agency."

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS		DEPARTMENT OF TREASURY DIVISION OF TAXATION PO BOX 282 TRENTON, NJ 08646-0282
TAXPAYER NAME: TAX REGISTRATION TEST ACCOUNT	TRADE NAME: CLIENT REGISTRATION	
TAXPAYER IDENTIFICATION#: 870-087-382/200	SEQUENCE NUMBER: 0197330	
ADDRESS: 247 ROEHLING AVE TRENTON, NJ 08611	ISSUANCE DATE: 07/14/04	
EFFECTIVE DATE: 01/01/01	<i>J.P. & Co.</i>	
FORM-BRC(08-04)	This Certificate is NOT an approval or endorsement of any product or service by the State of New Jersey.	

CERTIFICATION OF



**STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE**

Taxpayer Name:	TAX REG TEST ACCOUNT
Trade Name:	
Address:	247 ROEHLING AVE TRENTON, NJ 08611
Certificate Number:	1093907
Date of Issuance:	October 14, 2004

For Office Use Only:
20041014112823533

COMPLIANCE WITH

**THE CITY OF JERSEY CITY
CONTRACTOR PAY-TO-PLAY REFORM ORDINANCE 08-128 ADOPTED
ON SEPTEMBER 3, 2008**

PART I - Vendor Affirmation

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that _____ (name of business entity) has not made any reportable contributions in the one-year period preceding _____ (date City Council awards contract) that would be deemed to be violations of Section One of the City of Jersey City's Contractor Pay-to-Play Reform Ordinance 08-128 (attached hereto) and that would bar the award of this contract. I further certify that during the term of the contract _____ (name of business entity) will not make any reportable contributions in violation of Ordinance 08-128.

PART II - Signature and Attestation:

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity:

Signed:

Print Name:

Title:

Date:

Subscribed and sworn before me
this day _____ of _____, 2____ .

(Affiant)

My Commission expires:

(Print name & title of affiant)

(Corporate

Seal)